



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 1100 • FAX (508) 839-4602
www.grafton-ma.gov

BOARD OF SELECTMEN
MEETING AGENDA
February 19, 2019
Municipal Center, Conference Room A
7:00 p.m.

CALL TO ORDER

ANNOUNCEMENTS

1. SCHEDULE

- a) Library Board of Trustees

2. RESIGNATIONS

- a) John Carlson, Affordable Housing Trust
- b) Maria Mast, Conservation Agent

3. APPOINTMENTS

Board of Selectmen - None

Town Administrator

- a) Building Dept Office Manager, Bonnie-Jean McGilvray

4. NEW BUSINESS

- a) Historical Commission, Don Clark – Town Sealer/Weights Cabinet Restoration
- b) 20 Blanchard Road – Sign Deed
- c) Fire Staffing Study

5. SELECTMEN REPORTS / TA REPORTS

6. CORRESPONDENCE

7. DISCUSSION

- a) Finance Study Committee

- b) Town Administrator Evaluation/Goals
- c) FY2020 Budget

8. MEETING MINUTES

- a) Nov. 20, 2018, Dec. 4, 2018 and Feb. 5, 2019

EXECUTIVE SESSION

MGL Chapter 30A, Sec. 21(3)
Litigation Update
Litigation Strategy
Union Negotiations
Land Negotiation
Non Union Negotiations
Strategy for Negotiations
Minutes

ADJOURN

#1 (a) SCHEDULE - BOARD OF LIBRARY TRUSTEES

As part of the Selectmen's "Touch Base Meetings" members of the Board of Library Trustees will be attending the meeting to give a brief update/outline of what the group has worked on and/or has coming up in the near future.

MEMBERS:

Doug Bowman

Marilyn Cusher

Karen Durand

Aaron Vandesteen

Dana Wilson

Martina Arndt

Vacant - Kristi Lutjelusche resigned

NO ACTION NEEDED

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#2 (a) RESIGNATIONS

John Carlson submitted his letter of resignation from the Affordable Housing Trust. John has been involved from the beginning, with approximately 10 years serving.

MOTION:

I move the board vote to accept the resignation of John Carlson from the Affordable Housing Trust.

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Cindy Ide

From: John Carlson
Sent: Tuesday, February 12, 2019 9:53 AM
To: 'idec@graffton-ma.gov'
Subject: FW: Grafton Affordable trust

Cindy,

Below you will find my resignation from the Grafton affordable housing Trust. Would you kindly see that the proper people are made aware of this.

Thanks

John L. Carlson

-----Original Message-----

From: John Carlson
Sent: Tuesday, February 12, 2019 9:44 AM
To: Dan Crossin (dcrossin@homefieldcu.com) <dcrossin@homefieldcu.com>
Subject: Grafton Affordable trust

Dan,

I apologize for not be able to attend the several past meetings of the Affordable Housing Trust. I have reached a point where I feel that it is not fair to the Trust to continue in this manner. I have thoroughly enjoyed being a member of the Trust over these past several years and working with the trust towards providing affordable housing to our Grafton residents. I feel that it is important to have members who can attend meetings and maintain continuity throughout. As with life we all find that we travel down different avenues at some point. It is therefore necessary that I tender my resignation from the Grafton ffordable Housing Trust effective this date, February 12, 2019.

Please express my thoughts to the Trust, and know that even though I am no longer a member, I sincerely support the Trusts efforts and wish you and the Trust the best of the best in your endeavors.

Sincerely,
John Carlson

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#2 (b) RESIGNATIONS

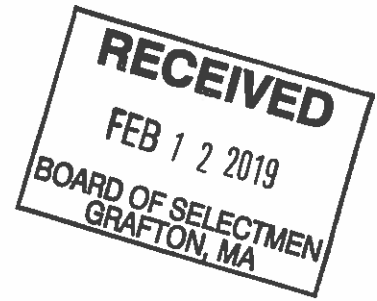
Maria Mast, Conservation Agent submitted her letter of resignation as the Conservation Commission. Maria has been with Grafton since December of 2014.

MOTION:

I move the board vote to accept the resignation of Maria Mast, Conservation Agent.

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Maria Mast
Conservation Agent
47 Worcester Street
Grafton, MA 01519
January 31, 2019



Tim McInerney
Town Administrator
Town of Grafton
30 Providence Road
Grafton, MA 01519

Dear Tim McInerney:

As we discussed over the phone on January 25, and in our meeting on January 31, I am submitting my resignation effective February 8, 2019. As you know, I gave birth to twins in October and after much deliberation I have decided that I will not return to work after my maternity leave. I plan on staying home with my children for the foreseeable future.

I have truly enjoyed my time working for the Town of Grafton and the rewards and challenges that come with working for the municipality. I hope to find ways to continue to serve the Town in the future.

Please let me know if I can be of assistance during this transitional time. I am available over the phone and email and could be available to come into the office if given advanced notice. I wish the Town and all of its wonderful employees continued growth and success.

Thank you for your understanding in this matter.

Sincerely,

Maria Mast
Conservation Agent

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#3 TOWN ADMINISTRATOR APPOINTMENTS

The Selectmen are asked to affirm the appointment of Bonnie-Jean McGilvray as the Office Manager to the Building Department.

Bob Berger supports the appointment of Bonnie; Bonnie-Jean has proven to be a valuable asset in this position. She started in the Building Office as temporary staff, utilizing account temps. Over the past two months, Bonnie has been acting as office manager and in that time she's been fully trained and is capable of all the tasks that need to be performed in the building department as office manager.

MOTION:

I move the board vote to affirm the Town Administrator's appointment of Bonnie Jean McGilvray as the Building Department Office Manager effective February 25, 2019.

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#4 (a) NEW BUSINESS – HISTORICAL COMMISSION, SEALER of WEIGHTS & MEASURES CABINET RESTORATION

The Grafton Historical Commission will be asking for the Selectmen's permission and support in restoring the town owned Weights and Measures Scale and Cabinet. This will be done through the use of \$10,000 in Community Preservation Committee Funds. Don Clark member of the commission will be present to answer any questions you may have.

MOTION:

I move the board vote to support the efforts of the Historical Commission for the restoration of the Weights and Measures Scale and Cabinet using CPC funds.

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Restoration of circa 1850 Howard & Davis Weights and Measures Scale

The Grafton Historical Commission is seeking the Board of Selectmen's permission and support in restoring the town-owned Weights and Measures Scale and Cabinet through the use of \$10,000 in Community Preservation Committee funds.

Starting in 1848, the State of Massachusetts issued a Weights and Measures Scale and Cabinet to each city and town to ensure weights and measures were accurate and standardized throughout the State. The Sealer of Weights and Measures position remains a responsibility of the town to the present day, although the town's Howard & Davis scale is no longer used.

The 66" wide x 23" inch deep x 75" tall unit is presently stored in a forgotten corner at the Municipal Center.

As envisioned by the Historical Commission, the gray-painted exterior of the cabinet will be professionally stripped and refinished. The grain-painted interior walls will be left intact, if possible. The existing wood doors will have glass panels installed in them to allow display of the scale, weights and measures while providing security. LED lighting will be added to increase visibility within the cabinet. Any damaged areas will be repaired; the scale, weights and measures will be cleaned, repaired and painted as necessary. When completed, the scale and cabinet would make a good educational display in the new Grafton Public Library.

The restoration will be modeled after the work done to the Maynard, Massachusetts scale and cabinet. In 2012, the Maynard Historical Commission was granted \$7,500 in CPA funds for the restoration including \$5,600 for refinishing the cabinet, \$400 for transportation to and from the refinishing shop; an estimated \$800 for refurbishing the scale, weight and measures; \$200 for educational materials for display with the cabinet; and \$500 for contingencies.

Though 7 years have passed, the Grafton Historical Commission feels the restoration can be accomplished for \$10,000, the amount we will seek from the Community Preservation Committee with permission from the Board of Selectmen.

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BLIZZARD

BINDING WHITE
COPY PAPER
11" X 17"

WARNING

**PLEASE
DO NOT
FEED THE
ZOMBIES**

COPY









MAYNARD, MASS. SCALE

Proposal

Page No

of

Pages

ROBERT P. DIONNE

Painting Company

72 Arlington St., Acton, MA 01720

Telephone: 263-3663

15 Concord Dr.
Littleton, MA 01460

PROPOSAL SUBMITTED TO <i>Town of Maynard Historical Commission</i>		PHONE <i>978-897-2863</i>	DATE <i>10/10/12</i>
STREET <i>3 Country Lane</i>		JOB NAME	
CITY, STATE AND ZIP CODE <i>Maynard, MA 01754</i>		JOB LOCATION	
ARCHITECT <i>c/o Jack MacKeen</i>	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Scale Cabinet

*Strip all paint and other finishes to raw wood,
make all necessary repairs
Re-work doors to include glass panels*

*Re-finish to resemble original color and
natural finish*

*Labor + Materials LS
\$5,600.⁰⁰*

WE PROPOSE hereby to furnish complete labor and material in accordance with the specifications above for

THE SUM OF *DOLLARS \$5,600.*

Payable as follows: *Upon Completion of work*

NOTICE: You may cancel this agreement if it has been consummated by a party thereto at a place other than an address of the seller, which may be his main office or a branch thereof, provided you notify the seller in writing at his main office or branch by ordinary mail posted, by telegram sent or by delivery, not later than midnight of the third business day following the signing of this agreement.

All material is to be as specified. All work is to be completed in a workmanlike manner and in accordance with standard practices. Changes to the above specification will be accepted only in writing and may result in price increases. This agreement is contingent upon strikes, accidents and other delays beyond contractor's control. The owner is to carry fire, tornado and other necessary insurance. The contractor will provide Workman's Compensation insurance for all workers.

AUTHORIZED
SIGNATURE

This proposal may be withdrawn if not accepted within days.

ACCEPTANCE: The specifications, prices, and conditions proposed are satisfactory and are hereby accepted. You are hereby authorized to proceed with the work specified. We agree to make payment as described above.

Signature

Signature

Date

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#4 (b) NEW BUSINESS – 20 BLANCHARD ROAD (SIGN DEED)

Town Counsel submitted the Quit Claim Deed for the small piece of Property (6,500 +/- sq ft) the Town sold to Robert and Beth Mulvey, 20 Blanchard Rd. Approved by Town Meeting on May 14, 2018 (Article 7)

To complete the process and get the documents recorded, the board needs to sign this final document.

MOTION:

I move the board vote to sign the quitclaim deed for the sale of property, 20 Blanchard Road approved by Town Meeting on May 14, 2018

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CANTY LAW GROUP, P.C.

Attorneys at Law

January 31, 2019

Ginny Kremer, Esq.
Blatman, Bobrowski & Haverty, LLC
9 Damonmill Square, Suite 4A4
Concord, MA 01742

Re: Sale of Real Property at 20 Blanchard Road.

Dear Attorney Kremer:

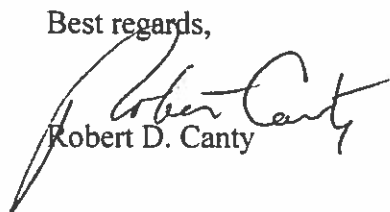
Enclosed please find the following:

1. Bank check in the amount of \$500.00;
2. Proposed Deed.

Kindly return the executed deed to this office so that we may file and record same.

I thank you in advance for your cooperation in this regard.

Best regards,


Robert D. Canty

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QUITCLAIM DEED

We, The Inhabitants of the Town of Grafton, by and through the Grafton Board of Selectmen,
Worcester County, Massachusetts

In consideration of the sum of five hundred dollars (\$500.00) paid
Grant to Robert and Beth Mulvey of Grafton, Massachusetts, Worcester County

With Quitclaim Covenants

The land in the Town of Grafton, Worcester County, Massachusetts located on the Westerly side
of Blanchard Road and more particularly described as the certain parcel of land shown as Lot
161A on a Plan entitled "Plan of Land in Grafton, Massachusetts
Owned by Art Lot Acres Development Corp. 1 IN=50FT 28 March 1996" and recorded in the
Worcester District Registry of Deeds. Plan Book 703 Plan 6. Lot 161A contains 6,532 +- square
feet of land more or less according to said Plan.

For authority of The Inhabitants of the Town of Grafton to sell said parcel see Attached Exhibit
"A" ARTICLE 7 of Town Meeting Vote dated May 14, 2018.

For Grantor's Title see Deed dated March 5, 2005 and recorded at the Worcester District
Registry of Deeds in Book 38058 Page 149.

Witness our hand and seal this _____ day of _____, 2019.

Grafton Board of Selectmen,

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COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

On this _____ day of _____, 2019, before me, the undersigned notary public, personally appeared _____ a member of the Grafton Board of Selectmen, proved to me through satisfactory evidence of identification, which was _____, to be the persons whose names are signed on the proceeding document, and acknowledged to me that they signed it voluntarily for its stated purpose.

_____, Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

On this _____ day of _____, 2019, before me, the undersigned notary public, personally appeared _____ a member of the Grafton Board of Selectmen, proved to me through satisfactory evidence of identification, which was _____, to be the persons whose names are signed on the proceeding document, and acknowledged to me that they signed it voluntarily for its stated purpose.

_____, Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

On this _____ day of _____, 2019, before me, the undersigned notary public, personally appeared _____ a member of the Grafton Board of Selectmen, proved to me through satisfactory evidence of identification, which was _____, to be the persons whose names are signed on the proceeding document, and acknowledged to me that they signed it voluntarily for its stated purpose.

_____, Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

On this _____ day of _____, 2019, before me, the undersigned notary public, personally appeared _____ a member of the Grafton Board of Selectmen, proved to me through satisfactory evidence of identification, which was _____, to be the persons whose names are signed on the proceeding document, and acknowledged to me that they signed it voluntarily for its stated purpose.

_____, Notary Public
My Commission Expires: _____

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

On this _____ day of _____, 2019, before me, the undersigned notary public, personally appeared _____ a member of the Grafton Board of Selectmen, proved to me through satisfactory evidence of identification, which was _____, to be the persons whose names are signed on the proceeding document, and acknowledged to me that they signed it voluntarily for its stated purpose.

_____, Notary Public
My Commission Expires: _____

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TOWN CLERK

Kandy L. Lavallee
Town Clerk

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GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext. 1195
www.grafton-ma.gov
email: clerks@grafton-ma.gov

CERTIFIED COPY OF VOTE TAKEN ON ARTICLE 7 OF THE SPECIAL TOWN MEETING
HELD ON MAY 14, 2018:

ARTICLE 7. SALE OF REAL PROPERTY AT 20 BLANCHARD ROAD

To see if the Town will vote to authorize the Board of Selectmen to negotiate the sale of real property located at 20 Blanchard Road, identified on the Board of Assessor's Map 88 Lot161A, at the abutters request, for a sum of money not less than \$500, or take any other action relative thereto.

Submitted by: Town Administrator

MOTION by Selectmen Dauphinais: I move the town vote to authorize the Board of Selectmen to negotiate the sale of real property located at 20 Blanchard Road, identified on the Board of Assessor's Map 88 Lot161A, at the abutters request, for a sum of money not less than \$500.

The motion was seconded.

A vote was taken.

The Moderator declared the motion carried by the required two-thirds vote.

A true copy,
Attest:

Kandy L. Lavallee
Town Clerk

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#4 (c) NEW BUSINESS – FIRE STAFFING STUDY REVIEW

Municipal Resources Inc undertook a comprehensive organizational assessment of the Grafton Fire Department's current fire protection delivery systems and operations, with an emphasis on staffing. Their final report and will be presented and reviewed with the Selectmen. MRI's goal is to help communities solve problems and provide solutions for future success.

NO ACTION REQUIRED

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#8 MEETING MINUTES

The Board is asked to review and approve the meeting minutes of December 4, 2018, November 20, 2018 and February 5, 2019.

MOTION: (if minutes being accepted as submitted)

I move the board vote to accept the meeting minutes of December 4, 2018, November 20, 2018 and February 5, 2019 as presented.

MOTION: (if corrections were made to minutes)

I move the board vote to accept the meeting minutes of December 4, 2018, November 20, 2018 and February 5, 2019 and include the changes as discussed.

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**BOARD OF SELECTMEN
MEETING MINUTES**

November 20, 2018
Municipal Center, Conference Room A
7:00 p.m.

A regular meeting was called to order at 7:00 p.m. Present was Chairman Sargon Hanna, Jennifer Thomas, Clerk, Bruce Spinney, Craig Dauphinais and Edward Prisby. Also present, Timothy McInerney, Town Administrator and Rebecca Meekins, Assistant Town Administrator.

ANNOUNCEMENTS: None

SCHEDULE:

Fiscal Year 2019 Tax Classification Hearing: Mrs. Thomas read the public hearing notice. A motion was made by Mr. Spinney to open the Fiscal Year 2019 Tax Classification Hearing. Motion seconded by Mr. Dauphinais. Motion carried 5-0. Mary Oliver Principal Assessor gave an overview of the classification hearing; there were 4 options for the Selectmen to vote on, a Residential Factor, an Open Space Discount, a Residential Exemption and a Small Commercial Exemption. The residential factor shifts the tax rate between the residential and commercial property also called a split rate. The open space discount shifts the tax burden to Residential from Open Space. The Residential Exemption shifts the tax burden within the Residential Classes and the small commercial exemption shifts the burden within commercial and industrial classes to give a discount to qualifying commercial properties. Mrs. Oliver outlined the role of the principal assessor. She valued properties for the purpose of equitable taxation, administered abatements and exemptions, educated the taxpayers and explained the tax rate options to the Selectmen. Mrs. Oliver explained how the tax rate was created, how the tax levy limit was created and how single family homes and condos were assessed. These steps brought the FY2019 single tax rate to \$16.66. Mr. Hanna opened comments up to the public. There were no comments from the public. The Board thanked Mrs. Oliver for her presentation and for the work involved in setting a new rate. A motion was made by Mr. Dauphinais to close the public hearing. Motion seconded by Mrs. Thomas. Motion carried. A motion was made by Mrs. Thomas to adopt a residential Factor of 1.0, No Open Space Discount, No Residential Exemption, No Small Commercial exemption and give authorization to the Principal Assessor to electronically sign and submit the LA-5 to the DOR. Motion seconded by Mr. Dauphinais. Motion carried 5-0.

48 **SELECTMEN APPOINTMENTS AND RESIGNATIONS**

49 A motion was made by Mr. Spinney to accept the resignation of Mary LaForte as an
50 election worker. Motion seconded by Mrs. Thomas. Motion carried 5-0.

51 A motion was made by Mr. Dauphinais to appoint Lisa Brovelli-Kelley as a temporary
52 Board of Registrar. Motion seconded by Mrs. Thomas. Motion carried 5-0.
53

54 **NEW BUSINESS:**

55 a) ShopGrafton Presentation: John Allen, EDC Coordinator gave a presentation for a
56 fall campaign called ShopGrafton. The idea was on the same lines as a program
57 started by American Express over a decade ago which promoted small business
58 shopping. The EDC realized businesses contribute to vibrant, energetic, high quality
59 communities. With that, they came up with the idea of ShopGrafton MA. The
60 program that would run from November 23 through Dec 24th. Shoppers would have
61 a card that would be stamped at participating businesses. Once a patron had 10
62 stamps, they would be entered into a drawing on January 8th for an Apple iPad, Ear
63 Buds or Gift Card. Students at the High School participated in the campaign by
64 designing the logo, noting 18 logos were submitted. Town employees and EDC
65 members voted on each. There was a tie for first place so the top two worked
66 together to and created the final logo. Mr. Allen showed everyone the brochure and
67 he introduced Chris and Delaney, the students who designed the logo. He thanked
68 them for doing a great job noting they would each get a \$50 gift card for "winning"
69 the contest. Mr. Allen shared the brochure with the Selectmen. Mr. Dauphinais
70 thanked all for their hard work noting Mr. Allen brought a lot of great ideas to the
71 EDC, getting this up and running in a short period of time.

72 b) Lease – St. Andrews Church Lease Agreement: Mr. McNerney gave a brief update.
73 The Town was working with the Church. There were still several items to be
74 addressed and he hoped to have a lease before the Board either late December or
75 early January.
76

77 **SELECTMEN REPORTS / TA REPORTS**

78 Mr. Prisby noted the Capital Improvement and Planning Committee was meeting, he'd
79 have an update for the next meeting.
80

81 **CORRESPONDENCE:**

82 Mrs. Thomas read the Mass Works \$575,000 infrastructure grant notification letter. On
83 November 20th, Governor Baker and Lt. Governor Polito joined the Town Administrator
84 and many town officials to announce this. The town would use these funds to extend
85 sewer along Westboro Road which would also support economic development activities
86 along the Route 30 corridor. Mrs. Thomas thanked Mr. McNerney for his hard work on
87 this. A second letter was read by Mrs. Thomas, again from Governor Baker and Lt.
88 Governor Polito. The letter notified the town that it was awarded a sustainable materials
89 recovery grant. The town was eligible to receive \$60,000. Mr. McNerney was looking
90 into a second recycling bin promotion/program which could promote additional
91 recycling. He would also be looking into other program that would promote and grow
92 recycling.
93

Representative Muradian was present to give a brief update. He stated they recently signed a supplemental budget with initiatives. Some of the initiatives were \$50M for school safety initiatives, security upgrades for public schools and for the hiring of behavioral health and mental health specialists in public schools. There was also \$10M for local clean drinking water initiatives and projects along with a \$10M transfer to the CPA Trust fund. Mr. Muradian was most excited about the addition of \$40M which would come back to cities and towns in Chapter 90 funds. Mr. Muradian thanked all the folks who attended the Route 30 Grant presentation today with the Governor and Lt. Governor at Tufts. He thanked the board members for serving the community and the voters for their overwhelming support. Mr. Muradian reviewed the initiatives which were passed this year and ones he was proud to support. Mr. Muradian also noted his 4th annual coat drive being held on Thursday the 29th at the American Legion Post from 5 to 8 p.m. They were collecting new and gently used coats that night and there would be bins in different areas around town.

MEETING MINUTES – None

At 7:45 p.m. a motion was made by Bruce Spinney to enter executive session for the purposes of litigation updated. Motion seconded by Jen Thomas. Motion carried by roll call vote; Spinney: aye, Thomas: aye, Hanna: aye, and, Prisby: aye. Mr. Hanna stated to discuss these matters in open session would jeopardize the position of the town. Also present was Tim McInerney, Town Administrator, Rebecca Meekins, Assistant Town Administrator and Town Counsel Ginny Kremer, of Blatman, Bobrowski. The board would enter back into open session for the sole purpose of adjourning.

At 8:30 p.m. a motion was made by Mr. Spinney to adjourn the executive. Motion seconded by Mrs. Thomas. Motion carried 4-0 by roll call vote; Spinney: aye, Thomas: aye, Hanna: aye, and, Prisby: aye.

Regular session was adjourned at 8:31 p.m.

Respectfully submitted,

Cindy Ide, Administrative Assistant &
Recording Secretary



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**BOARD OF SELECTMEN
MEETING MINUTES**

December 4, 2018
Municipal Center, Conference Room A
7:00 p.m.

A regular meeting was called to order at 7:00 p.m. Present was Chairman Sargon Hanna, Jennifer Thomas, Clerk, Bruce Spinney, Craig Dauphinais and Edward Prisby. Also present Rebecca Meekins, Assistant Town Administrator.

Chairman Hanna also held a moment of silence for the 41st President of the United States, George H. W. Bush who passed away November 30th at 94.

Announcements: Chairman Hanna made the following announcements. The Grafton Food Bank would be distributing their annual Holiday Baskets. Grafton Recreation was offering discounted tickets to the Worcester Railers.

Schedule

a) Bond Signing: Present for the bond signing were Financial Advisor, David Eisenthal and Amy Perkins, Treasurer Collector. The town was doing 4.1 million in short term borrowing for the DPW Facility. These were short term notes with Eastern Bank with an interest rate of 3.25%. They will come due May 2019 at which time the town will do permanent financing. Based on the work that would get done between now and May was enough to get the project going. Mr. Eisenthal outlined the process and how it worked. After approved, the money would go into an account for the building and invoices would be paid out of those funds. Mr. Dauphinais asked why it wasn't set up like a construction loan. Mr. Eisenthal stated an arrangement like that (construction loan) was not as marketable for the Town, he didn't think it worked with municipalities under MGL's however, Mr. Eisenthal would investigate it. It was noted that Locke Lord was the Town's Bond Council retained by the Town directly. A motion was made by Mrs. Thomas to approve the sale of a \$4,100,000, 3.25 percent General Obligation Bond Anticipation Note of the Town dated December 12, 2018 and payable May 16, 2019 to Eastern Bank Capital Markets at par and accrued interest, if any, plus a premium of \$16,769.00. Motion seconded by Mr. Spinney. Motion carried 5-0. A motion was made by Mrs. Thomas that in connection with the marketing and sale of the notes, the preparation and distribution of a notice of sale and preliminary Official Statement dated November 19, 2018, and a final Official Statement dated November 28, 2018, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted. Motion seconded by Mr. Spinney. Motion carried 5-0. A motion was made by Mrs.

48 Thomas that the Town Treasurer and the Board of Selectmen be, and hereby are
49 authorized to execute and deliver a significant events disclosure undertaking in
50 compliance with SEC Rule 15c2-12 in such form as may be approved by bond
51 counsel to the Town, which undertaking shall be incorporated by reference in the
52 Notes for the benefit of the holders of the Notes from time to time. Motion seconded
53 by Mr. Dauphinais. Motion carried 5-0. A motion was made by Mrs. Thomas to
54 authorize and direct the Town Treasurer to establish post issuance federal tax
55 compliance procedures in such form as the Town Treasurer and bond counsel deem
56 sufficient, or if such procedures are currently in place, to review and update said
57 procedures, in order to monitor and maintain the tax-exempt status of the notes.
58 Motion seconded by Mr. Dauphinais. Motion carried 5-0. A motion was made by
59 Mrs. Thomas that each member of the Board of Selectmen, the Town Clerk and the
60 Town Treasurer be and hereby are, authorized to take any and all such actions, and
61 execute and deliver such certificates, receipts or other documents as may be
62 determined by them, or any of them to be necessary or convenient to carry into effect
63 the provisions of the forgoing votes. Motion seconded by Mr. Dauphinais. Motion
64 carried 5-0.
65

66 b) DPW and Library Project Update: Andy Deschenes gave the Selectmen an update
67 on the DPW & Library Projects. The DPW contract was awarded, a kick off meeting
68 was held and preliminary work was due to begin on site. In the meeting, Conservation
69 and Planning items were reviewed with the contractor so they were well aware. The
70 GC was in the process of awarding subs and they were looking to hire within town
71 when possible. It was expected to be a 14 month project. Mr. Deschenes noted that
72 he meets with the Building Committee monthly and he will be on site every day. The
73 Library design was ongoing; the building committee has been very active. They were
74 working towards the next phase which would solidify the plans a bit more. The Mass
75 Board of Library Commissioners would also be reviewing the plans as specific points
76 to be sure their requirements were being met. The parking lot plan was being
77 reviewed now, including DPW, Police and Fire. Temporary library lease has been
78 negotiated. The building was in good shape, maybe minimal routine maintenance.
79 Working with the director on the move details. They will bid out the movers.
80 Temporary shelving would be available from Woburn. Looking at May 1 construction
81 start. St. Andrews was available April 1. Grafton Cable TV project at the former
82 police station was accepting bids, file subs looked within budget. Hoping General
83 Contracting would be the same; goal was for January construction. That project
84 should be 5 months or so. The library should be complete Sept 2020 and DPW
85 February 2020.
86

87 c) Proposed Recreational Marijuana Facility: Ms. Meekins began stating Mr. Varney had
88 attended several development team meetings and was here to give a brief overview
89 of his intent. The zoning was allowable with a special permit through the planning
90 board. Mr. Varney identified the site as 168 Worcester Street noting he was talking
91 with the landlord and expected to have a letter of intent in a week or so. He did
92 preliminary studies on the parking lot and showed 10-12 parking spaces which seem
93 adequate to him. Mr. Varney had a draft host agreement that he would review with
94 the Town Administrator in another week or so. Mrs. Thomas asked Mr. Varney to

95 give an overview of his background. He was a consulted for the CASS Foundation, a
96 nonprofit bringing them through their application to get their license. He had a
97 medical marijuana coop in RI for three years. It was closed now so he could devote
98 his time to Massachusetts. His product would come from existing cultivators; he was
99 looking at several locations for his own cultivation, possibly Lunenburg and
100 Shrewsbury. Mr. Prisby felt the timing was bad after the opening of Leicester. He
101 asked what Mr. Varney thought traffic would be like. Mr. Varney felt as time went on
102 it would get better. There were some lots in town that they could rent and shuttle if
103 there were negative impacts. Though very preliminarily, they had looked at 15 North
104 Main Street, a site for sale which may be considered for parking only. In talking with
105 the Fire Department, they had discussed certain directions for leaving. Mr. Varney
106 noted he was directed to Grafton by Jeannie Hebert though he knew the area
107 growing up in Worcester. The security at the location would be BHL, Bruce Lindt who
108 has his own security firm. He'd work with the Police Station as well. Day to day
109 would be through locked doors patrons would be let in and out. Mr. Dauphinais
110 asked how large the property/building was. The property was roughly 2,000 square
111 feet with the business using approximately 1500. He also asked how long he thought
112 transactions would take. Mr. Varney felt 15-20 minutes. He also noted that he
113 wouldn't open until 10 a.m. going until about 7:30. Mr. Dauphinais felt the parking
114 was inadequate and felt there would be significant traffic issues. Mr. Varney
115 disagreed; he didn't see such a large turnout as in Leicester. Mr. Prisby felt that was
116 the worst section in town to locate such a facility. Mr. Varney noted that he had not
117 applied for the CCC license as of yet. He needed a location, a host agreement and
118 hold community outreach meetings. Mr. Varney preferred Grafton for a number of
119 reasons; this was his first attempt at finding a location. Amy Ramos of 16 Bridge
120 Street was not opposed to medical marijuana she just didn't want this next to her
121 house, she already has trouble getting in and out on a daily basis. Parking was a
122 concern and the building was a mixed use building with Tenants above and below.
123 Mr. Spinney felt that a better location would result in a better conversation. The
124 location did not seem like the best possible in town. Mr. Hanna agreed with Mr.
125 Spinney. He felt he needed more information on where Medical Marijuana
126 businesses were going before putting a store at this location. He was not against
127 marijuana businesses, but at this time, he could not see himself signing a letter of
128 non opposition, based on tonight's presentation. Mr. Hanna felt Mr. Varney had a lot
129 of homework to do.

130
131 CIPC: General Discussion: This item was postponed

132
133 Resignations: None

134
135 Appointments: None

136
137 New Business:

138 Waive Building Fees, DPW Facility Project: The Board was asked to consider waiving
139 the building permit fees associated with the DPW Facility. This had been done in the
140 past on some of the larger town building projects. A motion was made by Mr.

Dauphinais to waive the building permit fees associated with the DPW Building Project.
Motion seconded by Mr. Thomas. Motion carried 5-0

Sewer Extension Contract, Rte 30: CDM Smith had done the preliminary/conceptual design for the grant application. The Selectmen were asked to approve the Final Design and Construction Services contract between the Town and CDM Smith, Inc for the Sewer Extension project, Westboro Road. Funds from the MassWorks Grant would cover the costs. This would begin in March/April. A motion was made by Mrs. Thomas to sign the Final Design & Construction Services Contract with CDM Smith Inc. Motion seconded by Mr. Dauphinais. Motion carried 5-0.

Music License, Townhouse Tavern: A motion was made by Mrs. Thomas to approve a music license for the Townhouse Tavern. Motion seconded by Mr. Spinney. Motion carried.

2019 Annual License Renewal: The Selectmen were asked to renew the following annual licenses; Common Victualler, Garage Licenses (all classes), Taxi Licenses, Music/Entertainment Licenses, Pool Table/Bowling licenses, Inn Holder License, and Liquor Licenses (all classes). It was noted that these licenses run from January 1 through December 31st. Mr. Hanna and Mr. Dauphinais recused themselves from the vote. A motion was made by Mr. Spinney to approve the annual licenses issued by the Selectmen as per the list provided with the exception of Anzio's Pizza and Pub 122. Motion seconded by Mr. Prisby. Motion carried 3-0. A motion was made by Mr. Spinney to approve the Restaurant Wine & Malt License for Anzio's Pizza and the Restaurant All Alcohol License for Pub 122 contingent upon final inspection being approved by the Fire and Building Departments. Licenses shall not be issued until such approvals are given. Motion seconded by Mr. Prisby. Motion carried 3-0.

Selectmen's Reports/TA Reports

Mr. Spinney wanted to have the cemetery and parks folks in to an upcoming meeting. Ms. Meekins DOR Approved the tax rate today, \$16.66. She thanked Mary Oliver and Anita Patel for their hard work. The town was awarded a grant from MIIA which would help us improve issues pertaining to Workers Compensation. The School Department would be doing training, purchasing cameras and radios. There would be a meeting on Dec 11th and no meeting on December 18th, unless something urgent came up. There would be an executive session on Jan 8th working on 6:30 this would be a litigation update. ON Dec 11th before the meeting there was a meet and greet planned for Amy Perkins the new Treasurer Collector. Mr. Dauphinais thanked Rebecca Meekins and Brian Szczurko for their efforts to fix the traffic signal issues on North Main. It was working much better.

Correspondence - None

Meeting Minutes - None

At 8:20 p.m. a motion was made by Mr. Spinney to Adjourn. Motion seconded by Mr. Dauphinais. Motion carried 5-0.



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

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BOARD OF SELECTMEN
MEETING MINUTES
February 5 2019

A regular meeting was called to order at 7:00 p.m. Present were Chairman Sargon Hanna, Jennifer Thomas, Clerk, Bruce Spinney, Craig Dauphinais and Edward Prisby. Also present, Timothy McInerney, Town Administrator and Rebecca Meekins, Assistant Town Administrator.

ANNOUNCEMENTS:

Chairman Hanna read the following announcements. Save the date, February 27, 2019 there would be a presentation for the Main Street (Route 122A Reconstruction Project. The Meeting will be held at the South Grafton Elementary School, all are welcome. The Recreation Department would be hosting family night at the DCU Center. Discount Tickets were available for the Worcester Railers game, March 3rd. MBTA Riders are invited to comment on the proposed fare increases. Written comments about the MBTA Fare Proposal will be accepted through February 28. For more information visit the MBTA website.

SCHEDULE

Adams Road Pole Petition: Mrs. Thomas read the public hearing notice. A motion was made by Mr. Dauphinais to open the public hearing for the Adams Road Petition. Motion seconded by Mr. Spinney. Motion carried 4-0. A representative from National Grid was present, stating they were petitioning the town this evening as they were working to provide service to #120 Adams Road. There would be one pole in the street and one stub pole for support. The Town Engineer and DPW Director wants the poles pushed as far away from the roadway as they can. Mr. Dauphinais asked if this was on the new section or old. It was on the older section, not the newly paved area. There were no comments from the public. A motion was made by Mr. Spinney to close the public hearing. Motion seconded by Mr. Dauphinais. Motion carried 5-0. A motion was made by Mrs. Thomas that the board vote to approve the Adams Road Pole Petition as presented by National Grid. Motion seconded by Mr. Dauphinais. Motion carried 5-0.

Milford Road Pole Petition: Mrs. Thomas read the public hearing notice. A motion was made by Mr. Dauphinais, to open the public hearing for the Milford Road Pole Petition. Motion seconded by Mr. Spinney. Motion carried 5-0. A representative from National Grid was present, stating they were petitioning the town this evening for 100 Milford Road to supply service for solar panels. This would be a transformer, needing a pad mount which needs a riser pole to attach to. There were no comments from the public.

A motion was made by Mr. Spinney to close the public hearing. Motion seconded by Mr. Dauphinais. Motion carried 5-0. A motion was made by Mrs. Thomas to approve the pole petition for Milford Road as presented by National Grid. Motion seconded by Mr. Dauphinais. Motion Carried 5-0.

FY20 Budget Presentation - Town Administrator Tim McInerney presented the FY2020 budget to the Selectmen, noting this was his 11th budget. Before starting, he thanked the financial team and department heads for their level of professionalism, stating they were great ambassadors and representatives of our community. The budget being presented was a balanced 65 million dollar budget. He reviewed the budgetary goals. Mr. McInerney had a slide show presentation which was reviewed first followed by a line by line discussion of the budget. A majority of questions and answers were taken after the entire presentation and budget review. A copy of the Budget Message is attached to these minutes.

RESIGNATIONS

A motion was made by Mr. Spinney to accept the resignation of Nathan Jaffer from the Conservation Commission. Motion seconded by Mrs. Thomas. Motion carried 5-0.

A motion was made by Mrs. Thomas to accept the resignation of Kristi Lutjelusche from the Grafton Library Board of Trustees and vote to add the position onto the May Election Ballot. Motion seconded by Mr. Dauphinais. Motion carried 5-0.

APPOINTMENTS

Board of Selectmen

Mr. Sargon noted that there was a problem getting quorum and the membership was listed as 5-7. Some folks thought it was changed to five however the policy was not officially updated and still remains 5-7. Mr. Prisby thought the number had been lowered. Mr. Dauphinais said just advertise for another member. Mr. Spinney made a motion to change the membership from 5-7 members to 7 members. A motion was made by Mr. Spinney to appoint Colleen Roy to the Capital Improvement Planning Committee. Motion seconded by Mr. Dauphinais. Motion carried 5-0.

NEW BUSINESS

Route 122A Bridge Naming - Mr. Spinney brought the members up to speed on a request by members of the Legion and VFW to officially name the 122A Bridge near Mill Villages. - Mill Village/before Cross Street. The process to begin the "process" is a letter petitioning the State Representative and Senator to file a bill. It can come from the Selectmen and/or Town Meeting. Mr. Spinney said it could take a year to a year and a half for the bill to be accepted and then it can be formally named. The veteran's group would like to see it dedicated to all branches therefore suggesting it be named Veterans Memorial Bridge. Once named, they would like to have a plaque on either side of the bridge naming all the service branches. A motion was made by Mr. Spinney, seconded by Mrs. Thomas to draft a letter of support to begin the process of petitioning legislation for a bill.

Conference Room F Lighting Project - On behalf of the Cable Oversight Committee, Mr. Berger was present to give an outline of the lighting project. The committee was

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preparing to do an upgrade to the lighting in conference room F. They are proposing to match the studio lighting that is currently in conference room "A". The rough cost of materials is \$20,000. The Cable Oversight Committee applied for a grant through National Grid and received approval of funds to cover 50% of this project. In an attempt to further save money, installation work will be done by town personnel. The remainder of the cost will be paid for through the Verizon PEG Access Account which is funded through the licensing agreement. Mr. Berger said the work would be done in house and it should take about 4-5 days. A motion was made by Mrs. Thomas to support the Conference Room F Lighting Project and expend funds from the Verizon PEG Access Account in the amount of \$20,000. 50% of the funds will be reimbursed through an incentive program sponsored by NGrid. Motion seconded by Mr. Dauphinais. Motion carried 5-0.

One Day Beer and Wine License (s) Cummings School of Veterinary Medicine – On behalf of Tufts faculty Jean Poteete was present to give a brief outlined of the events. She also noted that each event would have a tufts police detail. A motion was made by Mr. Spinney to approve one day beer and wine licenses for events being held at the Cummings School of Veterinary Medicine at Tufts University on the following dates: February 8, February 22, March 1, March 22, March 29, April 19, May 4, and May 22, 2019. Motion seconded by Mrs. Thomas. Motion carried 5-0.

Sutton LLC – 58 Follette Street, Grant of a Conservation Restriction - Postponed

Sign Land Transfer Document, Pine Street – Mr. McInerney stated that town meeting voted to enter into sales partnership for the parcel. This would be a \$1 dollar purchase; the town would be in charge of selling the property and would prepare an RFP. Whatever it is sold for development there would be a 50/50 split with the state and the town. The RFP would be for mixed use. They will expedite the RFP to get the parcel information out. The town would also be looking for grant money which would help with technical assistance making the parcel more attractive. The split amount will change as time goes on, if it takes more time to sell, the town would get less. Mr. Dauphinais would be hesitant in getting the state involved with the older state buildings (historical integrity) as they will end up calling the shots. Input was always good, but making the decisions was different. He wanted to be sure the Town was making the decisions. Mr. Laydon said the state wants to see that the town makes a good faith effort to save any property if possible. The Selectmen were asked to sign a Memorandum of Agreement between DCAMM, the Town of Grafton, and Mass Historical Commission, A Land Disposition Agreement, and an Easement Agreement. A motion was made by Mrs. Thomas to authorize the Chairman to sign the Land Acquisition Documents for the Pine Street Property; Memorandum of Agreement, Land Disposition Agreement and the Easement Agreement. Motion seconded by Mr. Prisby. Motion carried 5-0. Mr. Dauphinais wanted to be sure the town had some protection against a 21E should there be issues.

Historical Survey and Planning Grant Application - John Stephens was present to discuss the Historical Survey and Planning Grant Application and ask for the Selectmen's support in filing it. The grant would be a 50/50 split in the amount of

140 \$30,000. This would document Grafton's inventory of Historic, Architectural, Landscape
141 and Archaeological Resources. If granted, CPC will pay \$15,000 and the state would
142 cover the other \$15,000. A motion was made by Mrs. Thomas to support and sign the
143 Historical Survey and Planning Grant Application. Motion seconded by Mr. Prisby.
144 Motion carried 5-0.

145 **Change Order Spending Limit Threshold - DPW & Library Building Projects**

146 A motion was made by Mr. Dauphinais to set a change order spending limit threshold of
147 \$25,000 for the DPW & Library Building Projects. Motion seconded by Mrs. Thomas.
148 Motion carried 5-0. Mr. McInerney stated the committee's would still give the Board
149 notice of the change.

150 **SELECTMEN REPORTS / TA REPORTS** – Mr. McInerney stated the cable studio
151 construction began on Monday. The Planning board would be holding an outreach
152 meeting for Rte 30 & Worcester St. work. There was an in-house meeting scheduled
153 with MassDOT for the TIP Project on Main Street in South Grafton and another for the
154 public in the near future. Mr. McInerney met with the new Secretary for Economic
155 Development came to Grafton discuss the Massworks project, the Town "pitched" some
156 land at Tufts along with the Pine Street Property. The Secretary was also reminded of
157 the importance of that corridor for economic growth. Mr. McInerney felt it was important
158 to have the ear of the state.

159 **CORRESPONDENCE - None**

160 **DISCUSSION**

161 Town Administrator Evaluation – Mr. Hanna stated that he needed the Town
162 Administrator's Goals from each member before the 14th of February. That would give
163 Mr. Hanna time to prepare a summary that they could discuss on the 19th of February.
164 It was noted that he had received Mrs. Thomas' compellation.
165

166 **MEETING MINUTES**

167 A motion was made by Mr. Spinney to accept the Minutes of January 15, 2019 and
168 January 22, 2019 as presented. Motion seconded by Mrs. Thomas. Motion carried 5-0.

169 **Vote to Ratify Police Contract (Executive Session)**

170 **EXECUTIVE SESSION** – At 10:00 p.m. a motion was made by Mr. Spinney to enter
171 into Executive Session to discuss union negotiations. Motion seconded by Mrs.
172 Thomas. Motion carried by roll call vote; Spinney, Aye, Thomas, Aye, Hanna, Aye,
173 Dauphinais, Aye, Prisby, Aye. Mr. Hanna stated that to discuss these matters in open
174 session may have a detrimental effect on the position of the town. The Board would
175 return to open session for the purpose of adjournment.

176 **ADJOURN** – A motion was made by Mr. Spinney, seconded by Mr. Prisby to adjourn
177 the open session meeting. Motion carried 5-0

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EXECUTIVE SESSION MINUTES

The Board will enter into executive session to review and approve the Executive Session Minutes from January 22, 2019. The minutes will be approved however they will not be released.

MOTION:

I move the board enter into executive session for the purpose of approving minutes. (roll call vote). The board will only enter back into open session for the purpose of adjourning.

If the board agrees with the minutes as presented the motion is as follows:

MOTION:

I move the board vote to approve the Executive Session minutes as presented, the minutes will not be released to the public at this time.

MOTION: (If there are changes/amendments)

I move the board vote to approve the Executive Session minutes including all amendments discussed tonight. The minutes will not be released to the public at this time.

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